Create/Build, Format, and Confirm a Payment Batch

Scope

This procedure covers how to build, format, and confirm a payment batch manually in SFA FMS. This is the standard Oracle procedure to pay out invoices created in Accounts Payable (AP).

Use this procedure to pay out invoices created in AP. The Payment Batch will be sent and paid out in Treasury.

This procedure will be used primarily by Direct Loan Servicing (DLS) personnel to pay manual refunds. However, other personnel may use this procedure to pay out invoices in SFA FMS. While the example detailed in this procedure relates to DLS, the procedure steps are standard for paying an invoice.

System References

N/A

Policy

N/A

Responsibility

SFA (Program) Payables SuperUser

Distribution

N/A

Ownership

N/A

Activity Preface

This activity is performed whenever you need to create, format, and confirm a payment batch.

Building, formatting, and confirming a payment batch will pay out all the approved invoices in AP.

This procedure details how to process payment batches manually into FMS.

This procedure has three steps:

Step 1 details how to create/build a payment batch.

Step 2 details how to format a payment batch.

Step 3 details how to confirm a payment batch.

When processing a payment batch for Treasury, you will usually perform all three steps at the same time.

This procedure uses Direct Loan Servicing (DLS) as an example, since DLS must manually create and pay invoices to issue RO, EDS, and LC refunds. However, the procedure is a standard procedure for processing a payment batch in SFA FMS.

Create/Build a Payment Batch-SFA (Program) Payables SuperUser
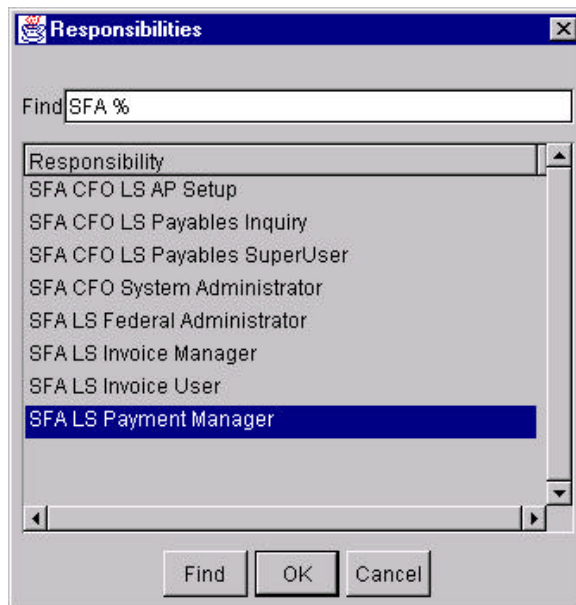
1. Select the *SFA DLS Payment Manager* (or other program-specific) responsibility and Click on the OK button. The Navigator window appears.
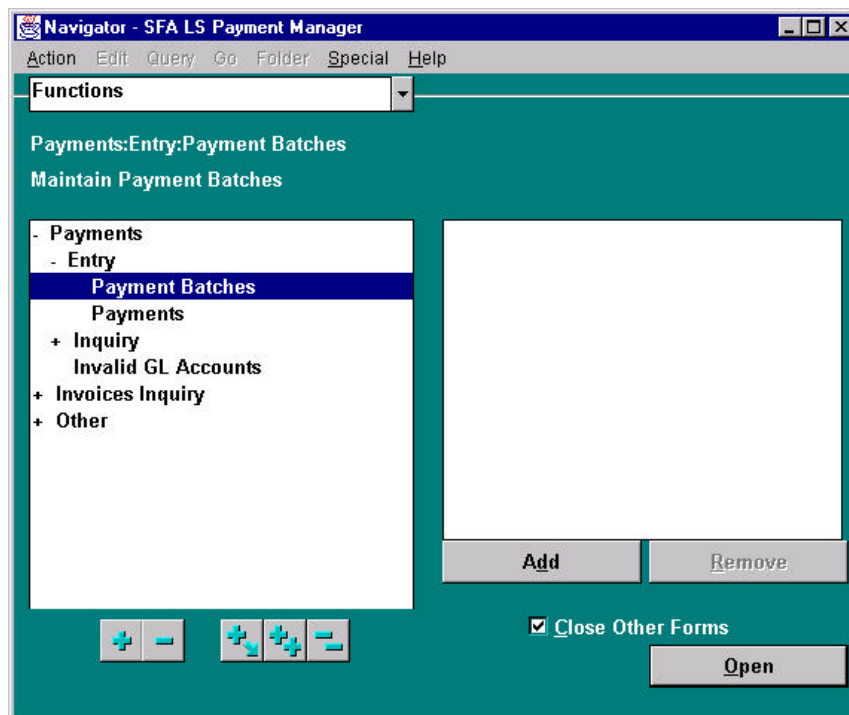
2. From the Navigator window, Double Click on **Payments, Entry, Payment Batches.** The Payment Batches window appears.

3. In the Payment Batches window, Enter the Batch Name. Use the Batch Name nomenclature to create a unique batch name: *ME (manual entry)/one-digit Fiscal Year/three-digit Sequential Number* (e.g., ME2001)

FYI: If you are entering several Payment Batch Headers, you may want to query existing Batch Names to ensure that you are entering the latest sequential number. To query existing Payment Batch Headers, Select **Query→Run** from the Menu Bar. Enter '%ME%' and then Select **Query→Run.** This will display all the Invoice Batch Headers created with the identified nomenclature.

4. Enter the following information:

- Pay Group – **LS LO Pay Group** (for Students) or **LS LC Pay Group** (for Lenders). Select from the LOV icon.

- Document – **LS_LO_DOC** (for Students) or **LS_LC_DOC** (for Lenders). Select from the LOV icon.

FYI: You may have to use the horizontal scroll bar to scroll over to the fields.

FYI: After you select the Document value, a small window appears telling you that the Document is being reserved. At this point, you cannot create another payment batch until this one has been Confirmed or Canceled. If you try to create another payment batch when the Document value is reserved with another payment batch that is being built or formatted, you will receive an error message. You must wait until the

reserved payment batch is confirmed or canceled. Click on the OK button when you receive this Note message.
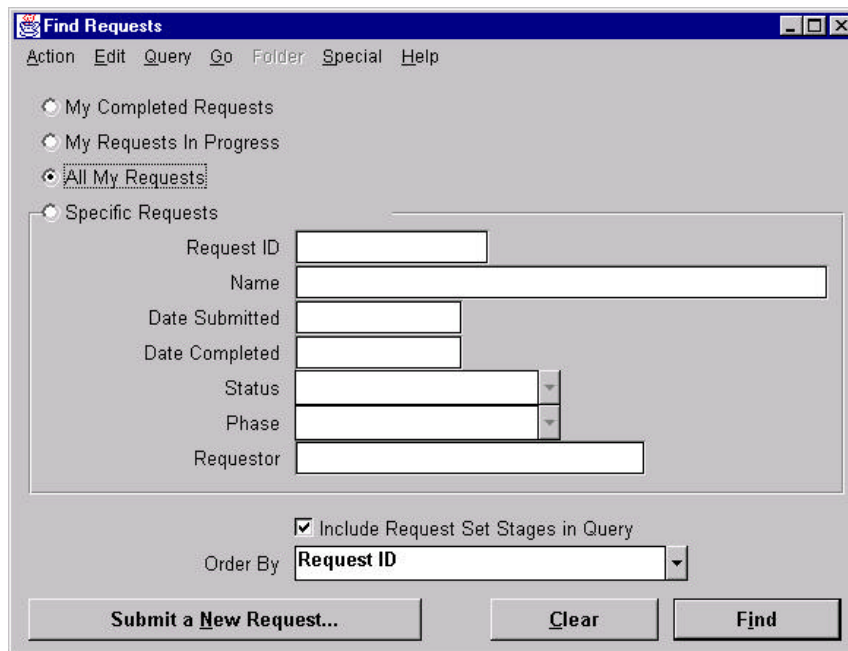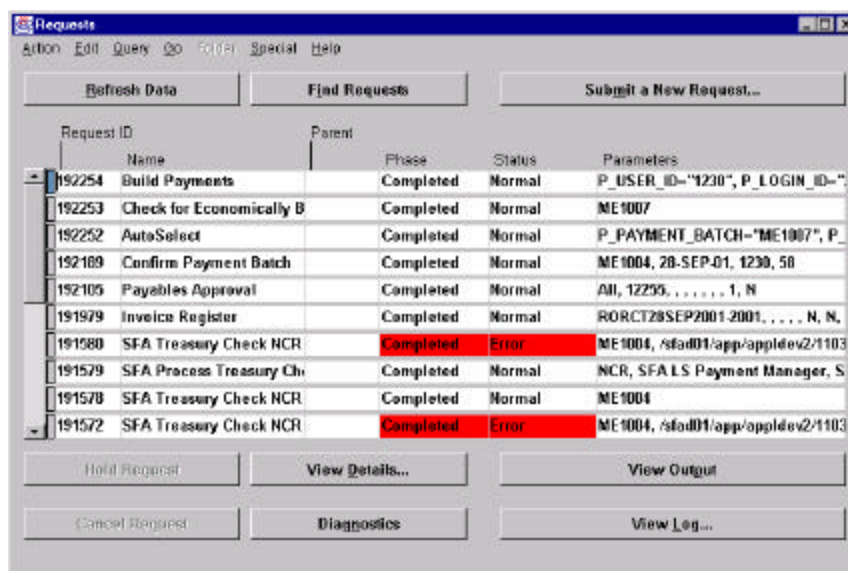
5. Click on the Actions… 1 button. The Payment Batch Actions window appears.

6. Confirm that the Select Invoices and Build Payments checkboxes are checked. Click on the OK button. The Payment Batches window returns.

7. From the Payment Batches window, Select **Help, View My Requests** from the Menu List. The Find Requests window appears.

8. Click on the Find button in the Find Requests window. The Requests window appears.

9. Click on the Refresh Data button until the Phase is 'Completed' and the Status is 'Normal' for the Request you just submitted.

10. Close out of the Requests window to return to the Payment Batches window.

11. Highlight and Copy the Batch Name (Use Ctrl + C to Copy the Batch Name).

12. Select **Query, Enter** from the Menu Bar to clear the Payment Batches window and Paste (Ctrl + V) the Batch Name in the Batch Name Field.

13. Select **Query, Run** from the Menu Bar. The information related to the Batch Name appears.

14. Confirm that the Status of the payment batch is Built.

15. Click on the Payments button to open the Modify Payment Batch window and review the invoices being paid.

FYI: At this point, the SFA LS Payments Manager can decide to pay or not pay a particular invoice. To not pay an invoice, click on the Pay field you do not want to pay and Select 'NO.' 'Yes' is the default value.

16. Click on the Done button in the Modify Payment Batch window when you are done reviewing the invoices for payment. The Payment Batches window returns.

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17. From the Payment Batches window, Click on the Actions… 1 button. The Payment Batch Actions window appears.

18. Confirm that the Format Payments checkbox is checked and Click on the OK button. The Payment Batches window returns.

19. Repeat Steps 7 -13 to confirm that the Status changes to Formatted.

20. From the Payment Batches window, Scroll over to the Invoice Count Column using the horizontal scroll bar.

21. Subtract the number in the Invoice Count column by One and write the difference down in a place you will not forget it. (e.g., for the example above, the equation would be: $2 - 1 = 1$. You would write down the number 1).

Confirm a Payment Batch-SFA (Program) Payables SuperUser

22. From the Payment Batches window, Click on the Actions… 1 button. The Payment Batch Action window appears.
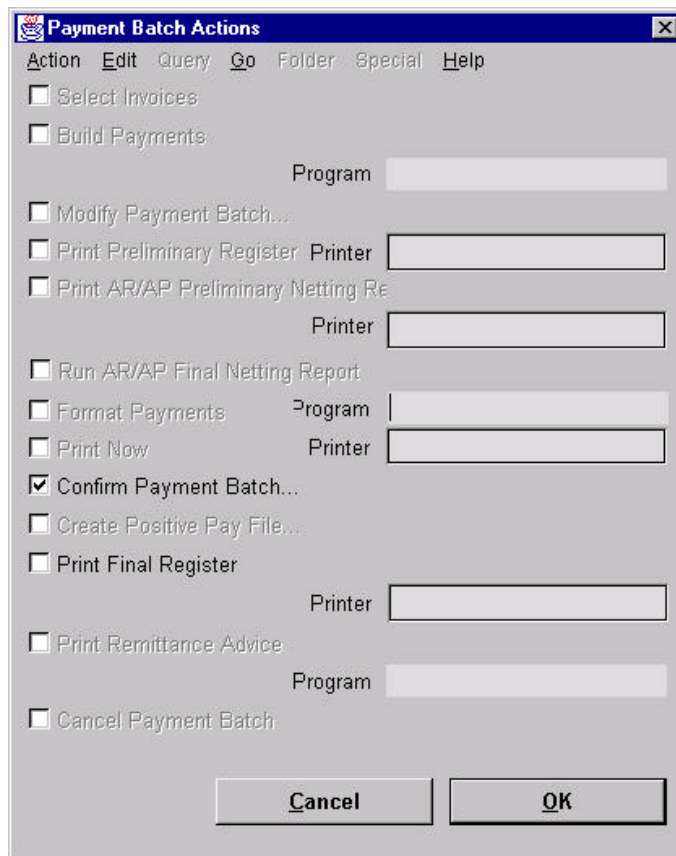
23. Confirm that the Confirm Payment Batch checkbox is checked and Click on the OK button. The Caution window appears.
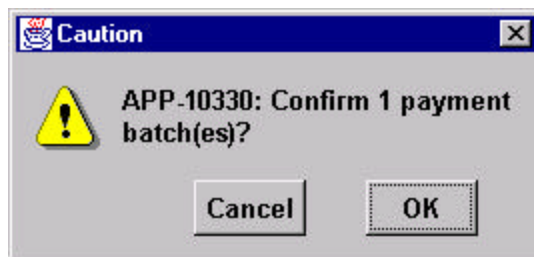
24. From the Caution window, Click on the OK button. The Confirm Payment Batch window appears.

```
Confirm Payment Batch (DLS_OU)                                    _ □ X
Action   Edit   Query   Go   Folder   Special   Help

          Batch Name:   ME2004
   ─ Payment Documents ──────────────────────────────────────────
        Status                        From              To
   ▲  Printed                       92000002          92000003
   
   
   
   
   
   ▼

        Restart Batch...          Cancel Remainder          Confirm
```

25. From the Status field, Select **Printed** from the LOV icon.

26. In the To field, Enter the number in the From field plus the number which you wrote down in Step 19. (e.g., in the example above, you would add: 92000002 + 1 = 92000003. 92000002 represents the number from the From field. 1 represents the number from Step 19. 92000003 represents the sum amount you would enter in the To field).

27. Click on the Confirm button. The Payment Batches window returns.

28. Repeat steps 7-13 to verify that the payment batch status is Confirmed.

29. Close out of all windows to return to the Navigator window.

End of activity.

Start

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- Select SFA DLS Payment Mgr (or other program-specific) responsibility & Click on OK button. Navigator window appears. (1)
- From Navigator window, Double Click on Payments, Entry, Payment Batches. Payment Batches window appears. (2)
- In Payment Batches window, Enter Batch Name. Use Batch Name nomenclature to create a unique batch name: ME (manual entry)/one-digit Fiscal Year/ three-digit Sequential Number (e.g., ME2001) (3)
- Enter following info: (4)
- Click on Actions… 1 button. Payment Batch Actions window appears. (5)
- Confirm that Select Invoices & Build Payments checkboxes checked. Click on OK button. Payment Batches window returns. (6)
- From Payment Batches window, Select Help, View My Requests from Menu List. Find Requests window appears. (7)
- Click on Find button in Find Requests window. Requests window appears. (8)
- Click on Refresh Data button until Phase is 'Completed' & Status is 'Normal' for Request you just submitted. (9)
- Close out of Requests window to return to Payment Batches window. (10)
- Highlight & Copy Batch Name (Use Ctrl + C to Copy Batch Name). (11)

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- Select Query, Enter from Menu Bar to clear Payment Batches window & Paste (Ctrl + V) Batch Name in Batch Name Field. (12)
- Select Query, Run from Menu Bar. info related to Batch Name appears. (13)
- Confirm that Status of payment batch is Built. (14)
- Click on Payments button to open Modify Payment Batch window & review invoices being paid. (15)
- Click on Done button in Modify Payment Batch window when you done reviewing invoices for payment. Payment Batches window returns. (16)

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- From Payment Batches window, Click on Actions… 1 button. Payment Batch Actions window appears. (17)
- Confirm that Format Payments checkbox is checked & Click on OK button. Payment Batches window returns. (18)
- Repeat Steps 7 -13 to confirm that Status changes to Formatted. (19)
- From Payment Batches window, Scroll over to Invoice Count Column using horizontal scroll bar. (20)

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- Subtract number in Invoice Count column by One & write difference down in a place you will not forget it. (e.g., for example above, equation would be: 2 – 1 = 1. You would write down number 1). (21)

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- From Payment Batches window, Click on Actions… 1 button. Payment Batch Action window appears. (22)
- Confirm that Confirm Payment Batch checkbox is checked & Click on OK button. Caution window appears. (23)
- From Caution window, Click on OK button. Confirm Payment Batch window appears. (24)
- From Status field, Select Printed from LOV icon. (25)
- In To field, Enter number in From field plus number which you wrote down in Step 19. (e.g., in example above, you would add: 92000002 + 1 = 92000003. 92000002 represents number from From field. 1 represents number from Step 19. 92000003 represents sum amount you would enter in To field). (26)
- Click on Confirm button. Payment Batches window returns. (27)
- Repeat steps 7-13 to verify that payment batch status is Confirmed. (28)

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**Confirm a
Payment Batch-
SFA (Program)
Payables
SuperUser**

− Close out of all
windows to return to
Navigator window.
(29)

End